

Hanif

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Professional Summary

Detail-oriented and proactive HR professional with extensive experience supporting the full spectrum of human resources functions. Proficient in managing recruitment processes, including CV database maintenance, pre-screening candidates, and scheduling interviews. Demonstrated expertise in handling pre-joining documentation, preparing offer letters, and maintaining comprehensive personal files for new hires. Skilled in creating and updating digital personnel records, managing licenses, and processing ERP and payroll data. Adept at performing reference checks, processing HR reports, and responding to staff inquiries on policies and benefits. Proven ability to assist with day-to-day HR operations, handle employee grievances, and ensure compliance with company policies and legislation.

Experience

HR Assistant

Aga Khan Health Service, Pakistan

May 2024 – Till Date

- Assisting in Recruitment process like maintaining CVs data bank, acquiring documents, and pre-screening formalities from candidates.
- Assisting in interview by scheduling interviews and making interviews folders.
- Completing pre-joining documentations and assist HRO in preparation of offer and appointment letters.
- Preparing, maintaining, and updating personal files of new joiners in soft and hard form.
- Creating and maintaining digital copies of personnel files, updating them in shared folders for easy access and collaboration.
- Prepare uploaders by entering required data for ERP and payroll processing.
- Tracking and updating all licenses (PMC, PNC, Pharmacy, Laboratory, Driving etc.).
- Maintaining a master file of finally rejected candidates, keeping a record of their applications and statuses.
- Track and complete reference checks for prospective employees, verifying their credentials and suitability for the role.
- Processing documentation and preparing reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations, etc.)
- Assisting with day-to-day operations of the HR functions and duties.

Human Resources Executive

Icon Consultants (Private) Limited

March 2024 - May 2024

Client: Mari Petroleum Company Limited (MPCL)

- Managed all outsourced employees at Mari Petroleum.
- Worked closely with Mari Petroleum departments such as Human Resource department and Administration department to ensure proper communication and documentations.
- Managed and maintained outsourced employees' data in both hard copies, soft copies and updating on company's portal.
- Maintained day to day attendance records.
- Helped in making and processing outsourced staff salary.
- Assisted in making Monthly Overtime, DA &TA, Meal & other allowances.
- Handled and solved salary related queries.

Human Resources Intern

Oil and Gas Development Company Limited (OGDCL)

March 2022 - Feb 2023

- Assisted with day-to-day operations of the HR functions and duties.
- Helped in maintaining employee records.
- Assisted in updating and filing HR documents accordingly.
- Responded to staff inquiries regarding HR policies, employee benefits, and other HR-related matters.
- Conducted benefit analysis (Medical facility and Scholarships for the children of employees)
- Helped in handle employee complaints, grievances, and disputes.
- Updated employee related information in Oracle, SAP and LMS.
- Provided clerical and administrative support to Human Resources executives.
- Assisted in checking compensation and benefits are in line with company policies and legislation.

Human Resources Intern

IGI Life Insurance Limited

Sep 2021 - Nov 2021

- Clerical and administrative support to Human Resources Executives.
- Assisted with day-to-day operations of the HR functions and duties.
- Compiled and updated employee records (hard and soft copies).

Education**Quaid-I-Azam University, Islamabad**

2016 - 2020

BS in Business Administration

Aga Khan Higher Secondary School, Gilgit

2014 – 2016

FSC (Pre-Engineering)

Courses and Certifications**Coursera** (Macquarie University Sydney, Australia)

- [Excel Skills for Business: Essentials](#)

Aga Khan Development Network

- [Personal Security Awareness \(PSA\)](#)

Skillsoft

- [Ensuring Onboarding Success](#)
- [Overcoming Your Own Unconscious Biases](#)
- [Conducting an Effective Hiring Interview](#)
- [Devising a Winning Recruitment Strategy](#)
- [Enhancing Hiring Decisions with Effective Applicant Screening](#)
- [Using Punctuation Marks](#)

Aga Khan Health Services Learning Platform

- [Introduction to Safeguarding](#) (Certificate Code: E4hZJfVZ47)

Simplilearn

- [Business Analytics with Excel](#)
- [Lookup Function in Excel](#)

Coursera (Macquarie University Sydney, Australia)

- [Organizational design: Know your organization](#)

Coursera (University of Michigan)

- [Inspiring and Motivating Individuals](#)

Coursera (University of Minnesota)

- [Preparing to Manage Human Resources](#)

DigiSkills

- [Digital Literacy](#) (Credential ID: AV6KA7PQ5)

Google Digital Garage

- [Fundamentals of Digital Marketing](#) (Certificate ID: V8S HPF ADX)

Alison

- [Human Resources in the Food Services and Hospitality Sector](#) (Credential ID: 15469710)

FutureLearn

- [Digital Skills for Work and Life](#)
- [Communication and Interpersonal Skills at Work](#)

Skills

Languages: English (Proficient), Urdu (Fluent), Burushaski (Native), Khowar (Proficient),

Software: SAP (Basic), Oracle (Basic), LMS, Microsoft Office, Microsoft OneDrive, Microsoft SharePoint

Interests and Hobbies

- Sports (Football, Cricket, Volleyball), hiking, traveling, plantation.